

## Individual Amended Return

### For Assistance

**NOTE:** If you are unable to decide the proper starting point for your amended Arizona return, please call one of the following help numbers.

Phoenix .....(602) 255-3381  
 Other Arizona areas ..... (800) 352-4090  
 Form Orders .....(602) 542-4260  
 Forms by Fax .....(602) 542-3756  
 Recorded Tax Information  
     Phoenix .....(602) 542-1991  
     Other Arizona areas ..(800) 845-8192  
 Hearing impaired TDD user  
     Phoenix .....(602) 542-4021  
     Other Arizona areas ...(800) 397-0256

### Visit Our Web Site

<http://www.revenue.state.az.us>

**A. Use of Form.** Use Form 140X to correct an individual income tax return (Form 140, 140A, 140NPR, 140PY, or 140NR) filed within the past four years. The department will compute the interest and either include it in your refund or bill you for the amount due.

**You cannot amend an estimated payment penalty.**

**NOTE:** Do not use Form 140X to change an earlier filed Form 140PTC. To change an earlier filed Form 140PTC, use the Form 140PTC for the year you are changing.

### Special Notice:

If you are filing this amended tax return to take a subtraction for a net operating loss carryforward under the special net operating loss transition rule, you must attach all of the following:

1. A completed (1989) Form NOL-1 for the tax year in which the loss was incurred.
2. A completed (1989) Form NOL-2 for each intervening tax year.

You may get Form NOL-1 and Form NOL-2 by calling one of the help numbers listed on this page.

**B. When To File.** You can file Form 140X only after filing an original return. If you are filing Form 140X for a refund, you must file within four years from the date you filed the original return.

If you amend your federal return, you must file an amended Arizona return **within 90 days of the federal change.** If the Internal Revenue Service changes the amount of your taxable income for any year, you must also report that change to Arizona within 90 days.

**C. Death of Taxpayer.** If you are a surviving spouse amending a joint return, enter the word "Deceased" after the decedent's name. Also enter the date of death after the decedent's name. Sign your name. Write "Filing as Surviving Spouse" in the area for the deceased spouse's signature. (If someone else serves as personal representative for your spouse's estate, he or she must also sign the return.)

If a refund is due, complete Arizona Form 131, *Claim for Refund on Behalf of Deceased Taxpayer*. Attach this form to the **front** of your amended return.

**D. Where To File.** Mail amended returns to Arizona Department of Revenue, PO Box 29002, Phoenix AZ 85038-9002. Payment is due in full at the time you file your return. Please make your check payable to Arizona Department of Revenue. Be sure to enter your social security number on the front of your check.

**E. More Information.** If you have any questions about income items, deductions, or exemptions, refer to the instructions provided with your original return.

For further assistance, please contact one of the help numbers listed on this page.

### Penalties and Interest

**A. Penalties.** The department may impose a late payment penalty on a

voluntarily filed amended return if any of the following apply.

1. You are under audit by the department.
2. The department has requested or demanded that you file an amended income tax return.
3. The total additional tax you owe is a substantial underpayment. You have a substantial underpayment if the amount due is at least ten percent of the actual tax liability for the tax year or two thousand dollars.

The department may also impose a late filing penalty if you did not file your original return on time. These penalties apply to taxes due and remaining unpaid after the due date of the original return. Combined late filing and late payment penalties can go up to 25 percent of the unpaid tax.

**B. Interest.** The department charges interest on any tax not paid by the due date even if you have an extension. The department charges interest from the original due date to the date of payment. The Arizona rate of interest is the same as the federal rate. Contact one of the help numbers listed on this page for the current interest rate.

### Line-by-Line Instructions

**NOTE:** If you are amending your 1996 or 1997 return, you must round dollar amounts to the nearest whole dollar. If 50 cents or more, round up to the next dollar. If less than 50 cents, round down.

The line numbers on the Arizona Form 140X do not match the line numbers on Arizona's individual income tax forms. The proper line on which to enter your change(s) will depend on the nature of the change.

To decide on which lines to enter your changes, use the line descriptions from your original return. If you are unable to decide what lines to use, contact one of the help numbers listed on this page.

## Tax Year

Enter the **year** of the return you are amending on the first line. (If amending a fiscal year return, enter the month, day, and year.)

## Entering Your Name, Address, and Social Security Number

Please type or print your name, social security number, and present address. (If you are filing a joint amended return, enter your social security numbers in the same order as your first names and in the same order as shown on your original return. If you are filing a joint return and the last names are different, separate your names with an "and". Put them in the same order as your first names and social security numbers.)

Make sure that every return, statement, or document that you file with the department has your social security number. If you pay someone to prepare your return, your preparer must also include a proper identification number where requested.

A paid preparer may use either of the following.

1. The paid preparer may use his or her social security number.
2. The paid preparer may use the federal employer identification number for the business.

Failing to include the proper numbers may subject you or your preparer to a penalty. Make sure that all of the required identification numbers are clear and correct. Your return may take longer to process if identification numbers are missing, incorrect, or unclear. If you are filing a joint return, enter your social security numbers in the same order every year.

*If your name appears first on the return, make sure your social security number is the first number listed.*

**NOTE:** *If you are changing your filing status from married filing separate to married filing joint, you must include your spouse's first name on line 1 and social security number on line 2.*

Next, enter the name and address used on your original return. (If they are the same, write "SAME".)

## Filing Status

Check the box for the filing status you used on your original return. Then check the box for the filing status you are using on your amended return.

## Residency Status

Check the box for the residency status you used on your original return. Then check the box for the residency status you are using on your amended return.

## Original Form Filed

Check the box for the type of return you **originally** filed.

**NOTE:** *If you are amending an Arizona Form 140NPR, 140PY, or 140NR, enter your corrected ARIZONA percentage in the space provided. (Refer to the instructions in your original return for computing this percentage.)*

## Lines 13 - 24

In order for your amended return to process, you must enter an amount in columns (a), (b) and (c) for lines 13 through 17 and lines 19, 21, 22, 26, and 27.

### Column a

In column (a) enter the amount reported on your original return or the most recently amended return for the tax year you are amending. If the department changed amounts on your original return, use the changed amounts. If the department changed amounts on an earlier filed amended return use those amounts.

### Column b

In column (b) enter the amount you are adding to or subtracting from the column (a) amount. Bracket all amounts

you are subtracting. If there is no change to the column (a) amount, enter zero.

### Column c

In column (c) enter the corrected amount ( $a+b=c$  or  $a-b=c$ ). If the column (b) amount is zero (no change), enter the column (a) amount in column (c).

For each change reported, list the item or line reference and the reason for the change in Part II on page 2 of your return. If you need more space, attach a schedule.

## Line 13 - Federal Adjusted Gross Income

You must enter an amount in columns (a), (b), and (c).

In column (a), enter your federal adjusted gross/Arizona gross income reported on your original (or most recently amended) return for the tax year you are amending.

In column (b), enter the change amount or zero.

In column (c), enter the corrected amount or, if column (b) amount is zero, enter the column (a) amount.

## Line 14 - Arizona Adjusted Gross Amount

You must enter an amount in columns (a), (b), and (c).

In column (a), enter your Arizona adjusted gross income reported on your original (or most recent amended) return for the tax year you are amending.

On your original return, you reported this amount on the following lines.

Form 140:	
For 1993	Line 19
For 1994	Line 20
For 1995 through 1997	Line 22

Form 140A:	
For 1993 through 1997	Line 16

Form 140NPR:	
For 1993	Line 19

Form 140PY:

For 1994 Line 20

For 1995 through 1997 Line 22

Form 140NR:

For 1994 Line 21

For 1995 through 1997 Line 22

**NOTE:** *If the department changed amounts on your original return, use the changed amounts. If the department changed amounts on an earlier filed amended return, use those amounts.*

In column (b), enter the change amount or zero. Changes to your Arizona adjusted gross income includes changes to the following.

1. Your dependent, age 65 or over, or blind exemptions.
2. Additions to Arizona gross income required under Arizona law.
3. Subtractions from Arizona gross income required under Arizona law.

If you are changing dependent, age 65 or over, or blind exemptions, complete Part I, page 2, before entering an amount in column (b).

In column (c), enter the corrected amount or, if column (b) amount is zero, enter the column (a) amount.

**Lines 15, 16, and 17 -**

You must enter an amount in columns (a), (b), and (c).

**Line 15 - Deductions**

If amending a 140A for tax years 1993 through 1995, in column (a) enter your standard deduction and personal exemption amount as reported on your original (or most recent amended) return.

If amending a 140A for 1996 or 1997, in column (a) enter your standard deduction as reported on your original (or most recent amended) return.

If amending other than a 140A, in column (a) enter your standard or itemized deductions as reported on your original (or most recent amended) return for the tax year you are amending.

**NOTE:** *If the department changed amounts on your original return, use the changed amounts. If the department changed amounts on an earlier filed amended return, use those amounts.*

In column (b), enter the change amount or zero.

In column (c), enter the corrected amount or, if column (b) amount is zero, enter the column (a) amount. If you are correcting itemized deductions or changing from standard to itemized deductions, attach a copy of your corrected Schedule A.

**Line 16 - Personal Exemptions**

Do not enter amounts for dependents, age 65 or over, or blind exemptions. You must enter these amounts on line 14.

If amending a 140A for tax years 1993 through 1995, enter zero in column (a).

If amending a 140A for 1996 or 1997, in column (a) enter your personal exemptions as reported on your original (or most recent amended) return.

If amending other than a 140A, in column (a) enter your personal exemptions as reported on your original (or most recent amended) return for the tax year you are amending.

**NOTE:** *If the department changed amounts on your original return, use the changed amounts. If the department changed amounts on an earlier filed amended return, use those amounts.*

In column (b), enter the change amount or zero.

In column (c), enter the corrected amount or, if column (b) amount is zero, enter the column (a) amount.

**Line 17- Arizona Taxable Income**

You must enter an amount in columns (a), (b), and (c). Subtract lines 15 and 16 from line 14.

**Line 18 - Tax**

Compute your tax. Use the appropriate tax rate table. Enter the correct tax in column (c). You can find the tax rate tables in the instructions for the tax year you are amending. If you do not have the correct tables, please contact one of the help numbers listed on page 1 of these instructions.

**Line 19 - Tax From Recapture of Credits From Form 301**

You must enter an amount in columns (a), (b), and (c). If you do not have tax from recapture of tax credits, enter zero in all three columns.

If your original return showed a recapture tax, in column (a) enter the amount of recapture tax from Form 301, Part II, as reported on your original (or most recent amended) return for the tax year you are amending.

In column (b), enter the change amount or zero.

In column (c), enter the corrected amount or, if column (b) amount is zero, enter the column (a) amount.

Attach a copy of your corrected Form 301

**Line 20 - Subtotal of Tax**

Add lines 18 and 19, column (c). Enter the result.

**Line 21 - Family Income Tax Credit (1995 through 1997)**

You must enter an amount in columns (a), (b), and (c).

If you are not eligible for the credit, enter zero in all three columns.

If you are eligible for the credit, in column (a) enter the amount of family income tax credit you claimed on your original (or most recent amended) return. If this is the first time you are claiming this credit, enter zero.

In column (b), enter the change amount or zero.

In column (c), enter the corrected amount or, if column (b) amount is zero, enter the column (a) amount.

**Line 22 - Tax Credits**

You must enter an amount in columns (a), (b), and (c).

In column (a), enter your credits from Form 301 reported on your original (or most recent amended) return for the tax year you are amending. Enter zero if this is the first time you are claiming these credits.

In column (b), enter the change amount or zero.

In column (c), enter the corrected amount or, if column (b) amount is zero, enter the column (a) amount.

Attach a copy of Form 301 (and supporting documents) filed with your original return. If this is the first time you are claiming the credits, you must complete an Arizona Form 301. You must attach this form or schedule along with the required supporting documents to your amended return.

**Line 23 - Credit Type**

If you entered an amount on line 22, write form number(s) for the credit(s) from Arizona Form 301, Part II.

If you are claiming: Write form number:

1. Defense Contracting Credit	302
2. Dependent Day Care Credit (for tax years 1993 and 1994)	303
3. Enterprise Zone Credit	304
4. Environmental Technology Credit	305
5. Military Reuse Zone Credit	306
6. Recycling Equipment Credit	307
7. Credit for Taxes Paid to Another State or Country	309
8. Solar Energy Credit	310
9. Agricultural Water Conservation System Credit	312

10. Alternative Fuel Credit	313
11. Underground Storage Tanks Credit	314
12. Pollution Control Credit	315
13. Construction Materials Credit	316
14. Summer School and Jobs Credit (for tax years 1995 or 1996)	317

**Line 24 -**

Add line 21 and line 22, column (c). Enter the result.

**Line 25 - Total Tax**

Subtract line 24, column (c), from line 20, column (c).

**Line 26 - Payments (Withholding, Estimated, Extension)**

You must enter an amount in columns (a), (b), and (c). Before entering an amount in columns (b) and (c), list these payments for the tax year you are amending in Part IIIA on page 2. If you need more space, attach a schedule. Also enter any amount of federal retiree credit that applied to the tax for the year you are amending.

**NOTE:** Do not include payments sent with original return.

In column (a), enter the total amounts of Arizona income tax withheld, estimated income tax payments, and payments made with an extension request reported on your original (or most recent amended) return for the tax year you are amending.

**NOTE:** If the department changed amounts on your original return, use the changed amounts. If the department changed amounts on an earlier filed amended return, use those amounts.

In column (b), enter the change amount or zero.

In column (c), enter the total from page 2, Part IIIA.

**Line 27 - Property Tax Credit**

If you claimed the property tax credit on your original return, enter in column

(a) the amount claimed on your original return. If you are making an adjustment to the credit, be sure to attach copies of your Form 140PTC, or Form 201. Also attach all supporting documents filed with the original return.

**NOTE:** Use Form 140X to adjust a previously filed credit only. If you did not claim a credit on your original return, you may not claim it on Form 140X.

**Lines 28 - 34**

You may have to enter an amount on line 28. You must enter an amount on lines 29, and either lines 32 and 33 or line 34.

**Line 28 - Payment With Original Return (Plus All Additional Payments After It Was Filed)**

Before entering an amount on line 28, list all payments for the tax year you are amending in Part IIIB on page 2. If you need more space, attach a schedule.

List the payment sent with your original return. Also list all payments you made after you filed your return. Enter the total from page 2, Part IIIB.

**NOTE:** Do not include payments reported on line 26.

**Line 29 - Total Payments and Property Tax Credit**

Add lines 26 through 28, column (c) amounts.

Also, do the following if you computed your 1995, 1996, or 1997 tax under Arizona's claim of right provisions.

1. Write "ARS § 43-1029" and the amount of the prior year tax reduction in the space to the left of your total payment amount.
2. Include the credit for the prior year tax reduction in the total entered on line 29.
3. Attach a schedule explaining the amounts repaid and the computation of the prior year tax reduction.

For more information on Arizona's claim of right provisions, see Individual Income Tax Procedure ITP 95-1.

**Line 30 - Overpayment From Original Return**

If your original (or most recent amended) return for the tax year you are amending, resulted in an overpayment of taxes, enter the overpayment amount.

On your original return, you reported this amount on the following lines.

Form 140:

For 1993	Line 34
For 1994	Line 39
For 1995 and 1996	Line 43

For 1997	Line 41
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Form 140A:

For 1993 and 1994	Line 25
For 1995	Line 27

For 1996 and 1997	Line 29
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Form 140NPR:

For 1993	Line 33
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Form 140PY:

For 1994	Line 38
For 1995 and 1996	Line 42

For 1997	Line 40
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Form 140NR:

For 1994	Line 39
For 1995 and 1996	Line 40

For 1997	Line 38
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**NOTE:** *If the department changed amounts on your original return, use the changed amounts. If the department changed amounts on an earlier filed amended return, use those amounts.*

Your overpayment may have been distributed or applied by one of the following means.

1. You have received all or a portion of the overpayment in the form of a refund.
2. You may have applied all or a portion of the overpayment to your next year's estimated income taxes.
3. You may have applied all or a portion of the overpayment to one of the voluntary gifts specified on the Arizona income tax return.

4. All or a portion of your refund may have been paid to a government agency for an obligation owed to that agency (e.g., prior year taxes, child support, etc.).

Regardless of how the overpayment was distributed or applied, enter the overpayment amount.

**Line 31 - Balance of Credits**

Subtract line 30 from line 29. Enter the result.

**Line 32 - Refund or Credit Due**

If line 25 is less than line 31, subtract line 25 from line 31 and enter the result.

**Line 33 - Amount To Be Applied to 1998 Estimated Taxes**

If you want all or part of the amount on line 32 applied to your next year's estimated taxes, enter that amount. If you want all of the amount on line 32 refunded, enter zero.

**Line 34 - Amount Owed**

If line 25 is more than line 31, you owe additional tax. Subtract line 31 from line 25 and enter the result. Make your check payable to Arizona Department Revenue. Write your social security number on the front of your check or money order. Attach your check or money order to the front of your return where shown. The department will bill you for any interest and penalty due.

**Line 35 - Elective Subtraction of Federal Retirement Contribution**

*This line applies only to individuals who were civilian employees of the United States Government during 1997. The Arizona Board of Tax Appeals has ruled that no refunds of Arizona income taxes paid on contributions to federal retirement plans are due for any years after 1990. The taxpayers have appealed that determination to the Arizona Tax Court, so the issue is not yet final.*

Enter the amount from line 14, column (c) that pertains to your federal retirement contribution.

**Line 36 - Net Operating Loss Carryback Question**

If you are filing this amended return as a result of a net operating loss carryback, check the box on line 36. This may speed up the processing of your refund.

**Page 2 Instructions****Part I Exemptions**

Use lines 1 through 4 to correct your dependent, age 65 or over, or blind exemptions. In column (a), enter the exemption amounts claimed on your original return or most recently amended return. If the department changed your original return or earlier amended return, enter in column (a) the changed exemption amounts.

In column (b), enter the amount by which you are changing your previously claimed exemptions. If you are not changing your exemptions, enter zero in column (b).

In column (c), enter the corrected exemption amounts.

Add the amounts on lines 1 through 3 in columns (a), (b), and (c). If you have changed the amounts previously claimed for exemptions, enter the amounts on line 4, columns (b) and (c), on page 1, line 14, columns (b) and (c).

List your dependent(s)' names, relationship, social security numbers, and the number of months lived in your home on the lines provided. **If you do not, you may lose the exemption.**

**Part II Income, Deductions, and Credits**

List the line reference from page 1 for which you are reporting a change. Give the reason for each change and attach any supporting document required.

**Part III Payments**

Use Part IIIA and IIIB to list your income tax payments for the tax year you are amending.

**A. Payments (Withholding, Estimated, Extension, and Federal Retiree Credit)**

On lines 5 through 11, enter the following amounts for the tax year you are amending.

1. Estimated income tax payments.
2. Payments made with an extension request.
3. Arizona taxes withheld.
4. Any amount of federal retiree credit that applied to the tax for the year you are amending

Enter the total on line 12 and on the front of the return on line 26.

**B. Payments (Other)**

On lines 13 through 18, enter the following.

1. Payment sent with your original return.
2. All payments you made after you filed your return.

Enter the total on line 19 and on the front of the return on line 28.

**Instructions Before Mailing**

- Sign your return and mail it to the address listed on page 1 of these instructions. If you are filing a joint amended return, both you and your spouse must sign.

- Be sure you enter your home telephone number in the space provided on the front of your return. If your daytime telephone number is not the same as your home number, also enter a daytime number.
- Check to make sure you have made entries in all three columns where shown.
- Check to make sure that your math is correct. A math error can cause delays in processing your return.
- Make sure your **NAME** is on the return.
- Write your social security number on the front of your check and attach your *check* to the **front** of the return.
- Check the **boxes** to make sure you filled in all required boxes.
- Make certain you have attached **all** required documents and/or schedules.
- Sign your return and have your spouse sign it if filing jointly.

**Filing Your Return**

Before you mail your return, make a copy of your return. Also make a copy of any schedules that you are sending in with your return. Keep the copies for your records. Be sure that you file the original and not a copy.

The department cannot accept checks or money orders in foreign currency. You must make payment in U.S. dollars.

Send the return to: Arizona Department of Revenue, PO Box 29002, Phoenix AZ 85038-9002.

**Make sure you put enough postage on your envelope.**

**How Long To Keep Your Return**

Keep your records as long as they are important for any Arizona tax law. Keep all records that support your income and deductions for a tax year until the period of limitations expires for the return for that tax year. A period of limitations is the limited time after which no legal action can be brought. Usually, this is four years from the date the return was due or filed.

In some cases, the limitation period is longer than four years. The period is six years from when you file a return if you under report the income shown on that return by more than 25 percent. The department can bring an action at any time if a return is false or fraudulent, or you do not file a return.

Keep records that establish the basis of property for a period longer than four years. Also keep net operating loss records back to the date you incurred the loss. To find out more about what records you should keep, get federal Publication 552.